

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR PERSONNEL ANALYST - 1650

DEFINITION:

Under direction, to perform the more difficult and responsible professional personnel work in a central personnel agency; to act as a lead analyst and coordinate the activities of other analysts and subprofessional personnel; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs large scale or the more difficult position classification, compensation, or employee relations studies;
- Conducts difficult recruiting and examining for sensitive or high-level positions;
- Gives guidance and assistance to and may lead the work of one or more analysts or subprofessional personnel;
- Conducts comprehensive pre/post employment background investigations regarding medial and/or conviction histories;
- Plans and carries out major recruitment campaigns; constructs complex or unusually difficult written tests, analyzes test results, determines passing points, and conducts interviews;
- Investigates complaints and charges of discrimination regarding age, disability, gender, national origin, race, religion, retaliation, sexual harassment/orientation, etc.;
- Collects and analyzes job data to validate appropriate employment standards and screening criteria;
- Verifies employment/education/training records;
- Prepares class specifications and creates new classifications;
- Consults with department heads and other administrators to assist them in the solution of sensitive personnel problems;
- Interprets Civil Service rules, policy, and procedures in more sensitive and complex problems and enforces personnel rule and regulations;
- Provides liaison with other governmental and private agencies on major projects of mutual concern;
- Promotes Civil Service career opportunities and performs job counseling/recruitment outreach at job fairs and community meetings/events;
- Plans, organizes, and directs or participates in complex and sensitive special projects, investigations, and studies;
- Prepares and reviews reports and correspondence.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** three years of full-time experience performing professional-level personnel work as a primary duty. Experience must include performing the full range of professional-level personnel duties in at least one of the following functional areas as a primary duty: **BACKGROUND/EQUAL EMPLOYMENT OPPORTUNITY INVESTIGATIONS:** Conduct comprehensive pre/post-employment background investigations regarding medical and/or conviction histories; verify employment/education/training records; investigate complaints and charges of discrimination regarding age, disability, gender, national origin, race, religion, retaliation, sexual harassment/orientation, etc.; **CLASSIFICATION AND SALARY/COMPENSATION:** Conduct studies to allocate positions to appropriate classifications; create new classifications and corresponding compensation schedules; **EXAM MANAGEMENT:** Collect and analyze job data to validate appropriate employment standards and screening criteria; develop job-related selection instruments; review employment applications for required qualifications; **LIAISON/OUTSTATION:** Provide official staff support to employees, assigned departments and unions regarding personnel-related issues, regulations, policies, and programs; provide consultation, guidance and training; interpret and enforce personnel rules and regulations; **RECRUITING:** Develop/implement comprehensive recruitment programs; promote civil service career opportunities and perform job counseling/recruitment outreach at job fairs and community meetings/events; **ORGANIZATIONAL MANAGEMENT/PERSONNEL ADMINISTRATION:** Develop, review, analyze, approve and implement personnel reports and change requests; utilize computer systems to maintain organizational units, job and position infotypes to facilitate the accurate and consistent application of Civil Service rules and policies; provide consultation, guidance, troubleshooting, interpretation and enforcement of personnel rules and regulations.